

**W e l c o m e**

***Fairfax County Circuit Court***

**Presents**

**Land Records Cover Sheet**

**and**

**Barcode Generation Seminar**

# Agenda

Welcome and Remarks

Cover Sheet Preparation and  
Indexing Guidelines


Barcode Generation and  
Fee Calculation

Recording Procedures

Software Installation


Questions

# Fairfax County Circuit Court



## FAIRFAX

### Land Records Cover Sheet



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**Record Name**

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One Cover Sheet Per Document

**County**   
**City**   
**Instrument Type**

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**Names to be indexed (Last, First Middle)**

	Type	Trustee	Firm
<input type="text"/>	<input type="text" value="Grantor"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="button" value="Add Name"/>		
	<input type="button" value="Remove Name"/>		
	<input type="button" value="Change Name"/>		

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<b>Consideration</b>	<input type="text"/>	<b>Consideration %</b>	<input type="text" value="100"/>
<b>Amount Not Taxed</b> <small>(Assumption or Original Trust)</small>	<input type="text"/>	<b>Tax Exemption</b>	<input type="text" value="None"/>
<b>DEM Number</b>	<input type="text" value="#### AA ## A ##"/>	<b>Original Book</b>	<input type="text"/>
<b>Title Company</b>	<input type="text"/>	<b>Original Page</b>	<input type="text"/>
	<input type="text" value="### # 9/###/#####/AA"/>	<b>Title Case #</b>	<input type="text"/>
<b>Tax Map Number</b>	<input type="text"/>		
<b>Property Description</b>	<input type="text"/>		

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<b># of Document Pages</b> <input type="text" value="1"/> <small>(8 1/2 x 14 or Smaller)</small>	<b>Oversized Plats</b> <input type="text" value="0"/> <small>(Larger than 8 1/2 x 14)</small>	<b># of Coversheet Pages</b> <input type="text" value="1"/>
<b># of Copies</b> <input type="text" value="0"/>	<b>Certified</b> <input type="checkbox"/>	<b>Page Ranges</b> <input type="text"/>

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**Record Name**

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Disclaimer  
These fee calculations are intended to cover the typical cases. Call the Land Records office for assistance with special cases. Fees subject to change without notice.  
Please check Fairfax County Circuit Court's Web site for updates - [www.co.fairfax.va.us/courts/circuit/cpnl.htm](http://www.co.fairfax.va.us/courts/circuit/cpnl.htm)

## Index Standards Approved Abbreviations

And	&
Association	ASSN
Associates	ASSOC
Company/Companies	CO
Corporation	CORP
Home Owners Assn	HOA
Incorporated	INC
Limited Liability Corp	LLC
Limited Partnership	LP
National Association	NA
Trustee	TR
Unit Owners Assn	UOA

**NOTE: Never abbreviate the first word to be indexed:**

Association of American States remains  
*Association of American States*

## Index Standards

### Approved Abbreviations Con't

When indexing from the brief legal follow the sequential order below:

Subdivision	NAME
Parcel	PAR
Block	BL
Section/Phase	SEC/PH
Lot/Unit	LOT or Unit
Outlot	OUTLOT

**Orange Hunt Estates Par 4 BL 7 Sec 4 Lot  
434 Outlot A**

## Index Standards

### Approved Abbreviations Con't

When a name begins with “St”, “Mt”, or “Ft”  
always spell out:

St. Clair, Mary A becomes *Saint Clair, Mary A*  
Mt Vernon Realty becomes *Mount Vernon*  
*Realty*

Fairfax County Agencies are indexed FX CO  
except Fairfax County Board of Supervisors  
which becomes *Board of Supervisors*.

Variations for the Commonwealth of  
Virginia Department of Transportation are  
always indexed *Commonwealth of Virginia*.

## Index Standards

### Approved Abbreviations Con't

Federal agencies are indexed under the agency's name, not the individual secretary's name:

***Secretary of Housing & Urban Development or Secretary of Veterans Affairs.***

All "grantees" on trusts and "grantors" on certificates of satisfaction are trustees and must be followed by "tr".

***Hanson, John L Tr*** or ***Stewart Title Inc Tr***

Index Standards  
Individual Names

Last name, first name middle initial:

*Smith, John B*  
*Smith, John H J*  
*Smith, J Bradford*

No punctuation used with the exception of a comma following the last name:

O'Brien, Steven R becomes *Obrien, Steven R*

Names with suffixes:

*Veith, Joseph C III*  
*White, Samuel I PC*

Index Standards  
Individual Names Con't

No space between last name and prefix:

Van Buren, John F becomes:

***Vanburen, John F***

Compound names with punctuation:

Jenkins-Hopkins, Lisa becomes:

***Jenkins Hopkins, Lisa***

Garnier, Jean-Pierre becomes:

***Garnier, Jean Pierre***

## Index Standards Firm Names

Compound names use no punctuation - leave a space instead:

Smith-Jones Inc becomes: ***Smith Jones Inc***

Zimple/Silverstein Inc becomes:

***Zimple Silverstein Inc***

When company's name uses initials with punctuation, drop the punctuation and close space:

M-P of Maryland becomes: ***MP of Maryland***

C/I Mitchell & Best Co becomes:

***CI Mitchell & Best Co***

No space around initials or ampersand in a company's name:

***A&B Construction Co***

***ABC Financial Services of America***

## Index Standards Firm Names Con't

When using a locale as the title:

City of Fairfax becomes *Fairfax City*  
Town of Vienna becomes *Vienna Town*

No apostrophe in a name:

Northern Virginia's First becomes:  
*Northern Virginias First*

Ordinal numbers spelled out:

1st Virginia Bank becomes:  
*First Virginia Bank*  
12th Street General Partnership becomes:  
*Twelfth Street GP*

## Index Standards Firm Names Con't

Numbers preceding letters:

3M remains **3M**

8130 Leesburg Pike LP remains:

***8130 Leesburg Pike LP***

Always use the ampersand in place of “and”:

Harrison and Anderson Inc becomes:

***Harrison & Anderson Inc***

Drop “THE” when it is used as the first word in a company’s name:

The Business Bank becomes ***Business Bank***

## Index Standards Additional Guidelines

The word “condominium”, “condo”, or any variation is not indexed.

Additional grantor names in deeds may be located in the “And Being” clause.

For deeds, index the most current book/page numbers found in the “And Being” clause.

All releases must contain the book/page reference numbers of the document which is being released.

## **Fairfax County Map Reference Number**

The Map Reference Number is the geographic location of a property. This is a very important number because it identifies the characteristics of a property. With this number you can locate a property on a map.

### **FORMAT**

### - # - # / ## / ## / ##### / AA

### **POSITIONS**

**123 - 4 - 5 / 67 / 89 / 0123 - 45**

The first **3 POSITIONS** represent the map page number.

The **4th POSITION** represents the map grid number. Each map is divided into fourths. Each fourth is called a grid.

The **5th POSITION** is not currently used.

The **6th and 7th POSITIONS** represent the subdivision number. On the map it is shown as a double circle.

The **8th and 9th POSITIONS** represent block or section number. On the map it is shown as a single circle.

The **10th, 11th, 12th, and 13th POSITIONS** represent the lot or parcel number.

The **14th and 15th POSITIONS** represent the parcel suffix number.

## **Fairfax County Map Reference Number**

### **EXAMPLES**

088-4- /07/ /0107

097-4- /14/12/0011

087-2- /17/14/0025/A

All County tax map numbers will contain three numbers in the first three positions. This may require a zero fill in the left most positions.

If you have questions about the County tax map number, please call (703) 222-8234, extension 6.

## **Fairfax City Map Reference Number**

The Map Reference Number is the geographic location of a property. This is a very important number because it identifies the characteristics of a property. With this number you can locate a property on a map.

### **FORMAT**

**## - # - ## - 99 - ###AA**

### **POSITIONS**

**12 - 3 - 45 - 67 - 89012**

The first **2 POSITIONS** represent the map page number.

The **3rd POSITION** represents the map grid number. Each map is divided into fourths. Each fourth is called a grid.

The **4th and 5th POSITIONS** represent the subdivision number. On the map it is shown as a double circle. Always two numbers.

The **6th and 7th POSITIONS** represent block or section number. On the map it is shown as a single circle.

The **8th, 9th, 10th POSITIONS** represent the lot or parcel number.

The **11th and 12th POSITIONS** represent the parcel suffix number. They can be blank or letters only.

## **Fairfax City** Map Reference Number

### **EXAMPLES**

47-4-07- Q-020

57-3-06- -035B

58-3-05-01-005

Note: All Fairfax City tax map page numbers will begin with 47, 48, 56, 57, or 58 in the first two positions.

If you have questions about the City tax map number, please call (703) 385-7840.

## **Recording Procedures**

### **Administrative Guidelines**

- Each document must contain a cover sheet.
- Cover sheet generated on a dot matrix printer will not be accepted.
- There will be no extra page charge for processing the cover sheet.
- Documents will be presented without staples.
- Each page of the document must be numbered excluding the cover sheet.
- Each document must have a tax map number.
- Documents which do not comply with above guidelines will be rejected.

## **Recording Procedures**

### New Recording Process

- Document scanned by cashier
- Cashiered immediately
- Label affixed to original document
- System annotates the book/page, instrument number and clerk's seal on the imaged documents
- Receipt contains:
  - book/page number
  - instrument number
  - document type
  - 1st grantor/grantee name
  - fee/tax distribution
- Eventual immediate return of document at counter

## **Recording Procedures**

### **Recording Information**

All documents presented by the customer will be assigned the same base instrument number.

Book/Page numbers will be assigned by the system and may not be in instrument number sequence.

A “bullpen” area will be available in Land Records to assist in document preparation.

The cover sheet application will be available on three PCs located in Land Records.

## Software Installation

Software is available from:

**co.fairfax.va.us/courts/circuit** or the  
Court House PCs, or Standalone CD

Three Part Installation (see Handout)

Internet Explorer 5.5, SP1

Adobe Acrobat

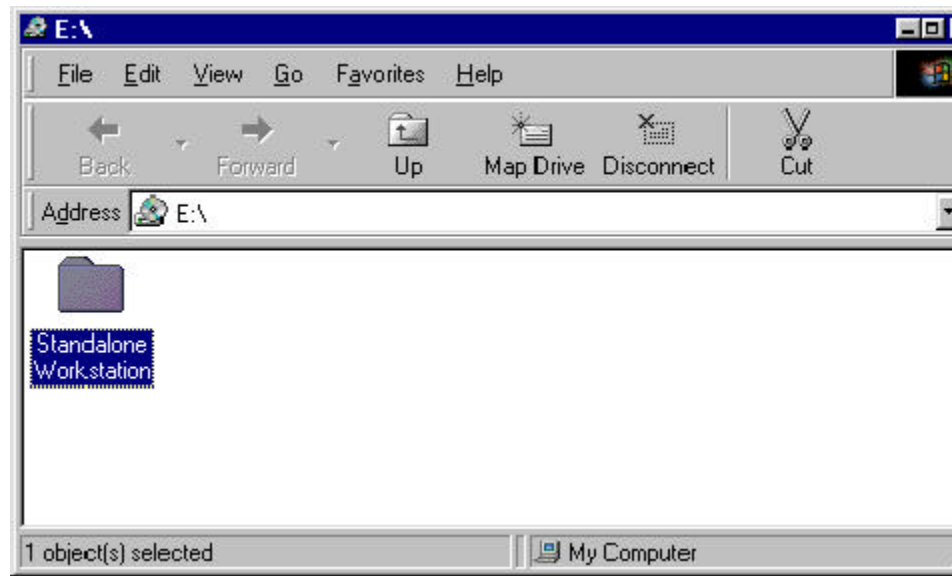
Barcode Application

Assistance

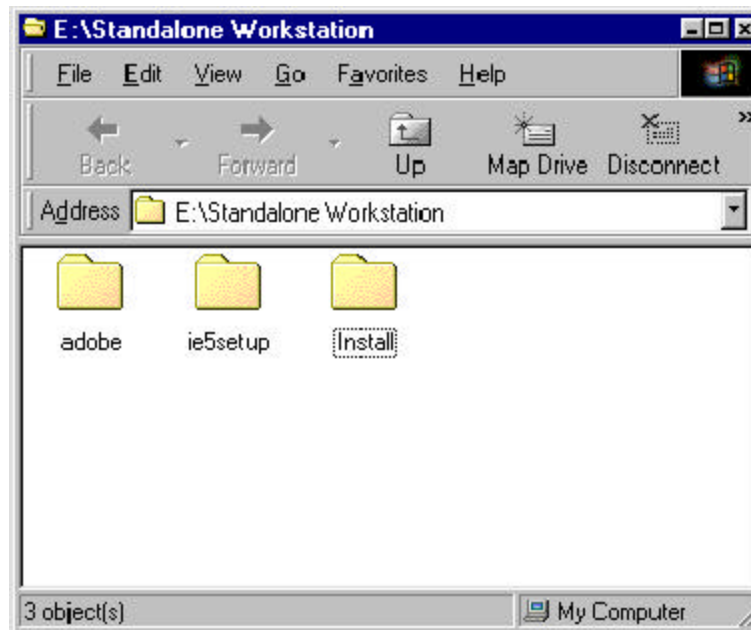
coversheet@co.fairfax.va.us

## Fairfax County, Virginia Land Records Cover Sheet Installation Procedures:

1. Insert CD in drive. Click on My computer and the CD drive. The window below should open.



2. Double Click the Standalone Workstation icon to open the following:



## IMPORTANT!!

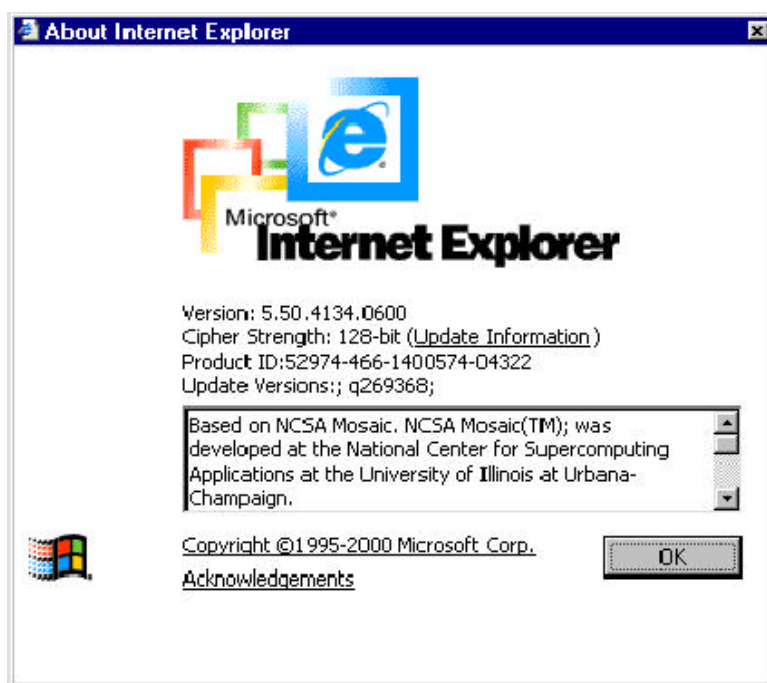
**If Internet Explorer 5.5 and Adobe Acrobat are not installed on you PC, please do so before installing the Cover Sheet Application.**

### **Internet Explorer:**

To check the current version of Internet Explorer, open that program on your computer, click the help tab, and select About Internet Explorer. The version you have installed on your PC is shown on the first line. If it does not say Version 5.50 you must install this update.

If you are using a different internet browser, you still must install Internet Explorer 5.5. During the installation process, you will be given the opportunity to make Internet Explorer your default browser. To retain your current browser as your default, select no.

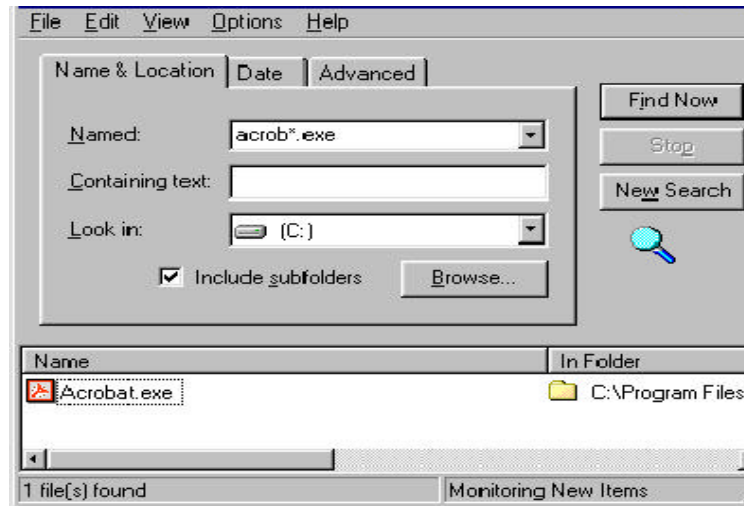
To install IE5.5, Double click on ie5setup icon and double click on iesetup.exe to install Internet Explorer 5.5. Following installation, you will need to restart your computer. You may continue the Coversheet installation at the next step, shown below.



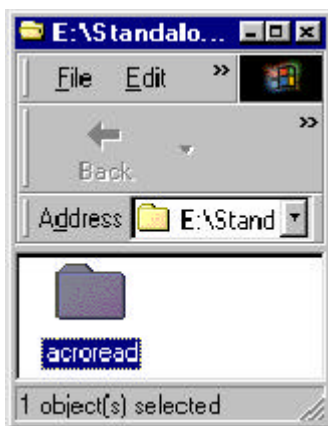
### Adobe Acrobat:

Check to see if this program is installed on your PC by pressing the Start button, navigate to the Find line and select Files or Folders. In the Named: area type acrobat.exe and click on Find Now. The computer will search for the reader. If Acrobat is installed you see the name listed as shown in our example and may skip this installation.

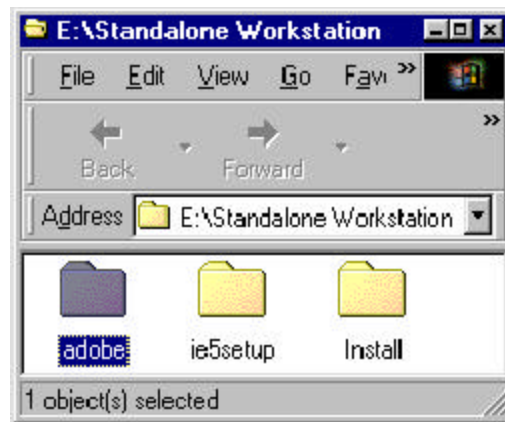
If no results were displayed, you must install Acrobat.



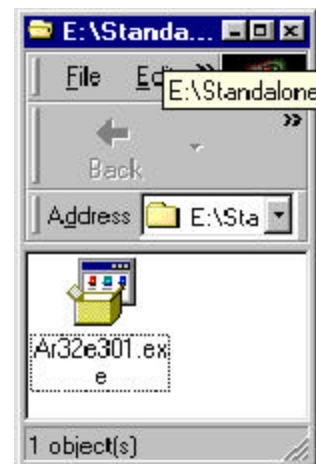
Installing Acrobat is done by double clicking on adobe,



double clicking on acroread, finally  
doubleclicking on AR32e301.exe



After Acrobat installation, continue with  
the Cover Sheet installation with Step 3  
below.



3. Double Click the Install icon to open the following:

4. Double click on Readme.txt. The file will open and provide information about:

- a. System requirements
- b. General instruction
- c. Installation notes
- d. Re-installation

It is recommended that you print this file for future reference. Once printed, close the file.

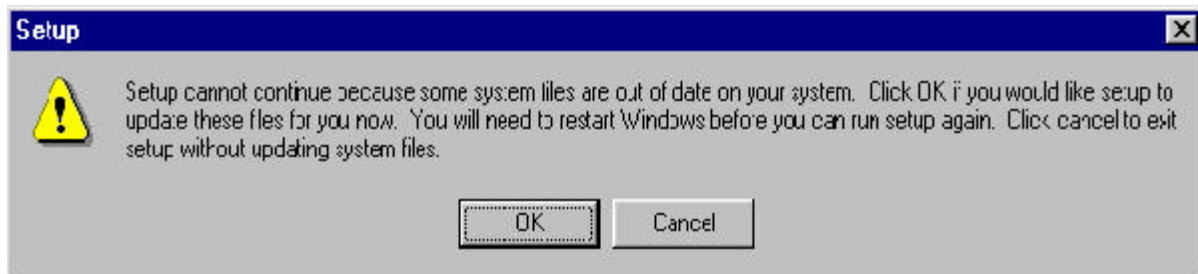


5. Double click on setup.exe to begin installation. The system will begin by copying installation files. No action on your part is necessary.

After a moment or so, the FXCover Setup menu will open. If you are ready to install the software, click OK, otherwise, you may exit setup.

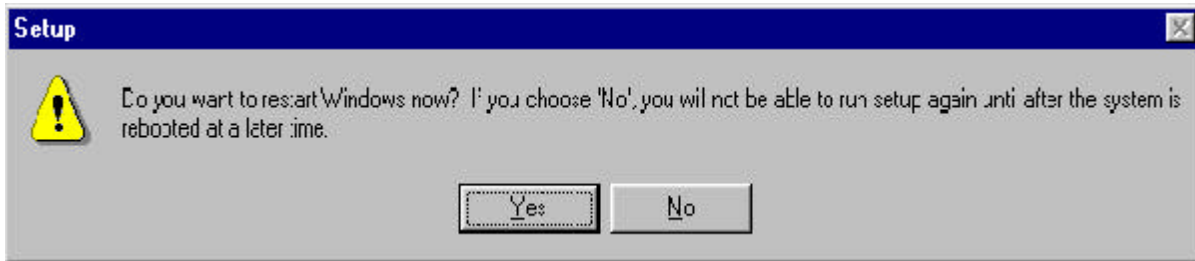


If Setup detect that some of your systems files need to updated, the following message will appear.



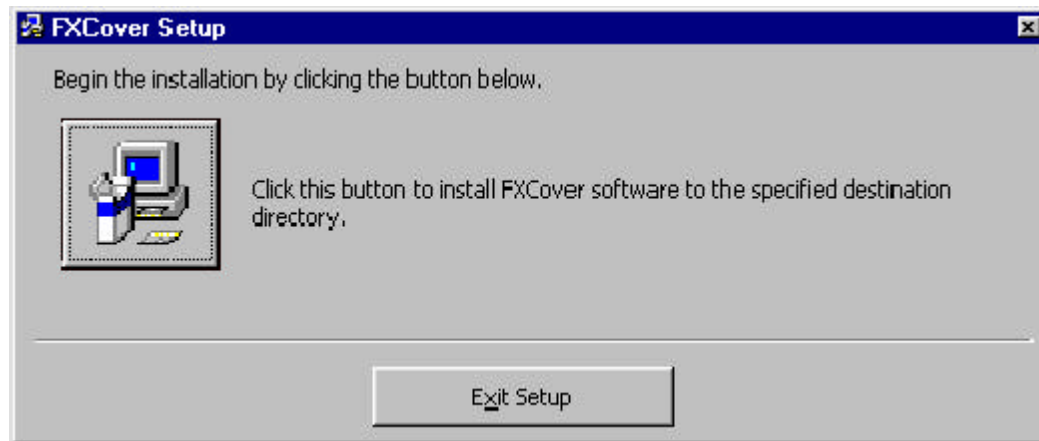
Select ok.

Once the update is finished, Windows needs to restart the computer. Choose Yes to continue and windows will restart.



Once the computer restarts, you will need to repeat step 5 again and the coversheet application install will continue.

6. Press the install button to begin or exit the system setup.



7. Installation will take 5 to 10 minutes to complete. No action on your part is necessary. When complete you will see the following message. Click ok and you will return to your Windows desktop.



8. To access the system, press the Start button, navigate up to Programs, locate the FXCover tab and press it.